



# Job Opportunity

## State Controller's Office

**Position:** Computer Operator  
Evening Shift: 5:30 p.m. to 2:00 a.m. **Statewide**

**Location:** Administration and Disbursements Division  
3301 C Street, Sacramento, CA 95816

**Issue Date:** February 8, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Craig Youngblood, (916) 327-1691

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-140-1353-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With supervision provided by a Computer Operations Supervisor I, operate printing systems, operating systems, and computer consoles in the Disbursements Bureau Computer Operations. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Operate the Format print systems and the BARR online system directing the workflow to various printer locations;
- Initiate appropriate programs and machine functions to ensure the proper print format, content, and adjust the form or printer to ensure the proper print quality on all machine-produced output;
- Load continuous form paper on high-speed laser printers;
- Load input and output tapes onto the channel extender and systems tape drives;
- Pick up and deliver magnetic tapes and supporting documentation from/to Teale Data Center and other agencies;
- Prepare and label magnetic tape boxes for processing business month and related data;
- Scratch tapes returned from users and prepare a TDC32 form to be filed at Teale Data Center;
- Maintain utilization logs for warrant and EFT spool jobs using the Work in Process (WIP) database;
- Prepare downtime reports, spool memos, balance reports, and other required forms;
- Maintain all printers and perform general housekeeping duties, including daily cleaning and replacing consumable printer parts;
- Separate and route output listings and reports to distribution areas.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**Additional Requirements:**

- Standing for extended periods of time;
- Ability to lift 50 lb. boxes;
- Ability to maneuver a handcart containing three 50-lb. boxes (approximately 150 lbs.) throughout the bureau;
- Able to work rotating or irregular shifts, holidays, and overtime including evenings, nights, and weekends as required by backlog and/or priorities.

**Desirable Qualifications:**

- Good attendance and punctuality;
- Detail-oriented;
- Dependable;
- Team player;
- PC literate.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Craig Youngblood